



Department of Administrative Services State of Georgia Job Description

Category Analyst

Job Code: 31815

Pay Grade: 15

Salary Range: \$34,533 - \$60,487

Job Description, Responsibilities, Standards, and Qualifications

Under general supervision, serves as a procurement specialist in State Purchasing's Strategic Sourcing section. Provides in-depth research and analytical support for assigned category in a variety of procurement activities. Supports on-going category and vendor performance management. May support multiple categories.

Job Responsibilities & Performance Standards:

1. Develops and applies strategic sourcing skills by supporting assigned category teams.

1. Understands and participates in applying procurement strategies for assigned category(s).
2. Supports the development of sourcing strategy with other category team members.
3. Develops a good understanding of customers' needs, vendor market, and a variety of sourcing strategies.
4. Applies appropriate analytical tools and methodology to data collection and analysis, as well as procurement processes and activities.
5. Compiles data and trend information in an accurate and timely manner.
6. Develops specialist expertise for select category.

2. Collaborates with other team members to identify target savings for assigned category.

1. Identifies areas for potential savings from spend analysis reports.
2. Obtains input from customers and other sources as appropriate to validate and determine accuracy of information to create the category spend baseline.
3. Conducts research and analysis to support the benchmarking of the category spend baseline against the market.
4. Supports identification of target savings.
5. Revises target savings as necessary based on input from category managers and other appropriate sources.

3. Provides support to facilitate the solicitation, evaluation, and negotiation processes.

1. Participates in developing solicitation documents such as Request for Quotes (RFQs) and Request for Proposals (RFPs) in accordance with established procedures, formats, and timelines.
2. Supports the development and documentation of financial and technical evaluation criteria.
3. Compiles vendor responses in a timely manner.
4. Uses appropriate tools to analyze vendor responses.

5. Supports the development of negotiation strategies by conducting analysis to identify appropriate negotiation options
 6. Supports negotiations as needed.
 7. Assists in the communication of solicitations to customers and vendors.
 8. Responds to assigned questions from customers and vendors.
 9. Supports the capture of all documents related to solicitation into Document Retention.
- 4. Identifies and documents savings from strategic sourcing initiatives.**
1. Collects and tracks actual spend of the category following the award of a contract.
 2. Validates pricing and volume to ensure accuracy.
 3. Documents actual savings in accordance with established formats.
 4. Identifies purchases outside of established contracts and reports such purchases to appropriate manager.
- 5. Supports on-going category, contract, and vendor management.**
1. Collects appropriate data to populate category dashboards to track category performance against set criteria.
 2. Executes assigned vendor management tasks according to established guidelines and timeframes.
 3. Collects vendor performance data from appropriate sources.
- 6. Participates in the development and capture of knowledge management activities.**
1. Assists in identifying best practices and lessons learned for knowledge management.
 2. Supports the documentation of best practices and lessons.
 3. Applies and adopts best practices and lessons learned.
- 7. Utilizes computer skills to create, manage, analyze, and document sizable datasets and/or research information.**
1. Demonstrates computer skills in the utilization of appropriate software to perform assigned responsibilities including financial and quantitative analysis.
 2. Applies computer skills to manipulate and manage data.
- 8. Assists with procurement application projects as needed.**
1. Learns and adopts new procurement application software, programs, and methodologies.
 2. Participates in pilot projects and provides input as requested.
- 9. Develops and maintains professional knowledge of the procurement field.**
1. Applies knowledge of the Georgia Procurement Manual (GPM) and applicable rules and regulations.
 2. Understands and takes into consideration the legal implications and possible complications.
 3. Maintains current, broad knowledge of the procurement field and specific categories by conducting appropriate research of trade journals, internet resources, and communicating with peers and other experts as appropriate.
 4. Attends appropriate training related to the procurement field.
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Competencies:

1. Learning (level 4)

- **Anticipates and takes initiative to learn new skills.**
 - Anticipates need for new knowledge and skills.
 - Takes independent initiative to seek opportunities to learn new skills.
 - Seeks feedback concerning performance in order to make appropriate adjustments.

2. Collects and Organizes Information (level 4)

- **Uses multiple systems to gather information.**
 - Uses various processes to organize and evaluates data for relevance.
 - Maintains sophisticated filing or storage systems.
 - Creates systems to share relevant information with others.

3. Reasoning (level 4)

- **Simplifies complex information.**
 - Uses multiple rules to analyze and categorize complicated information.
 - Identifies plausible relationships among diverse and obscure material.
 - Thinks through complicated problems to develop multiple solutions.
 - Understands interaction between multiple problems and situations.
 - Sees connections between complex sequences of events.

4. Oral Communication (level 5)

- **Makes dynamic oral presentations.**
 - Uses tone, inflection, and body language for increased impact.
 - Makes complex ideas easy to understand.
 - Consistently recognized as an eloquent speaker.

5. Reading and Reading Comprehension (level 5)

- **Sought for expert interpretations of complex written material.**
 - Sought for expert interpretations of and abilities in applying written material for practical business purposes.
 - Discerns accuracy, appropriateness, style, and plausibility of complex written materials.

6. Customer Service/Client Orientation (level 5)

- **Systematically ensures quality service.**
 - Creates systematic solutions to customer problems.
 - Develops methods to improve service.
 - Committed to overall quality of service.

7. Teamwork (level 4)

- **Facilitates collaboration.**
 - Identifies needs and provides assistance to team members.
 - Forms positive relationships with team members.
 - Unselfishly gives credit to others for accomplishments.
 - Uncovers issues that block team effectiveness.

Minimum Qualifications:

Completion of a four-year degree from an accredited college or university.

AND

One year of professional procurement/sourcing experience.

OR

Five years of professional procurement/sourcing experience.

OR

One year of experience as a Strategic Support Analyst.

Preferred Qualifications:

Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess one or more of the following:

- Master's degree from an accredited college or university
- Certification as a Certified Professional Public Buyer (CPPB), Certified Public Purchasing Officer (CPPO), Certified Associate Contracts Manager (CACM), Certified Professional Contracts Manager (CPCM), or a Certified Purchasing Manager (CPM),
- Prior government procurement experience
- E-sourcing experience
- Experience using PeopleSoft Financials 7.2 or 8.8
- Procurement/Sourcing experience in one or more categories in the following areas:
 - Services
 - Goods
 - Capital Expenditures
 - IT